

**MINUTES
VILLAGE OF LAKE PARK
PLANNING BOARD
3801 LAKE PARK ROAD, LAKE PARK, NC
MARCH 19, 2013**

Planning Board Members Present: Greg Crosby, John Ross, Fred Leverenz,
and Bjarne Hansen

Council Representatives: David Cleveland and Mark Phillips

Attorney: Ken Swain

Call to Order: Greg Crosby called the March 19, 2013 Planning Board meeting to order.

Pledge of Allegiance: Greg Crosby led the Pledge of Allegiance.

Approval of Minutes: John Ross made the motion to approve the January 15, 2013 minutes as presented. Fred Leverenz seconded the motion. Vote – Unanimous.

Finalize the Proposed Fee Schedule: Greg Crosby reviewed the proposed fee schedule to see if there needed to be any changes to fees. David Cleveland discussed whether or not the schedule is all inclusive. Greg Crosby stated that the Planning Board's recommendation had originally been higher for residential permits however Council wanted the residential permit to be lower. John Ross discussed sign permits which he did not see on the fee schedule. Sign Permits would fall under the Residential and Commercial permits. John Ross pointed out that Article 11 covers signage fees for residential and commercial signage. Bjarne Hansen made the motion to send the proposed fee schedule to Council for approval. John Ross seconded the motion. Vote – Unanimous.

Setting up Forms for Permits: Prior to the next meeting, Benchmark will provide proposed forms for discussion and the final copy of the current UDO with all of the dates. Greg Crosby requested that Cheri Clark become a member of the Zoning list serv.

Approach to Filling the Vacancy for the Planning Board: There is a vacancy on the Planning Board. Council has agreed to fill the position starting July 1st. David Cleveland read the Villager advertisement into the minutes.

Village Council invites residents to volunteer for an opening on the Lake Park Planning Board/Board of Adjustments. A 5-member board normally meets monthly on third Tuesdays. The Planning Board may make recommendations to the Village Council regarding the Unified Development Ordinance and Zoning Map amendments. It reviews and may approve site plans. The Board of Adjustments reviews and may approve variance requests and special land use permits. If any appeals arise to administrative actions or decisions, the Board of Adjustments may also consider and approve such appeals.

To express your interest in a 3-year term to start on July 1, 2013, contact Village Clerk Cheri Clark, Mark Philips or David Cleveland.

Code Enforcement Officer and Zoning Administrator Positions: David Cleveland discussed employee needs assuming that the County Commissioners relinquish Zoning to the Village. We will need to have the employees in place for Code Enforcement and Zoning Administration. In talking with other Union County municipalities, most of the smaller ones are complaint driven. Indian Trail has a couple of Code Enforcement Officers and they divide the town into zones and work different zones each week. The Code Enforcement Officer sends out the violation letters. The VOLP will need to decide if we are going to have a Code Enforcement Officer or be complaint driven. David Cleveland plans to attend the next HOA meeting, April 2nd. The VOLP does not have a handle on how much time is going to be needed for the Zoning Administrator. The HOA at the annual meeting stated that they had fewer than 20 requests for permits last year.

David Cleveland expressed his concerns about being complaint driven especially if Council develops and adopts a Nuisance Ordinance. The UDO does not cover nuisances; therefore the Planning Board would not be handling tall grass and trash can complaints. A Code Enforcement Officer could also address nuisance violations. A Nuisance Ordinance must be objective not subjective. The HOA has more flexibility.

Benchmark provides Code Enforcement and Zoning Administration along with COG and several other firms in the area. Consulting is charged on an hourly basis. We will need to advertise the positions in the newspaper. Mark Phillip shared that the Town of Fairview has a part-time person that handles both the code enforcement and zoning and is their Clerk - \$36,000 a year. The individual works 2 days a week and attends the Planning Board and Council meetings. Between now and the end of April, we need to look into ways other towns handle these positions and develop job descriptions. The VOLP needs to be advertising by the end of April.

Setting Agenda for Next Month's Meeting: Items to be discussed – Code Enforcement and Zoning Administrator Positions, Permit Forms and Violation Letters.

Adjourn: John Ross made the motion to adjourn. Bjarne Hansen seconded the motion. Vote – Unanimous.

Respectfully Submitted,

Cheri Clark
Clerk